

INVITATION TO BID

Washington Island Community Center Exhaust Hood & Fire Suppression

The Town of Washington is seeking sealed bids for Installation of a new Commercial Kitchen Exhaust Hood & Fire Suppression System situated within the Washington Island Community Center. Bid Specifications and Instructions may be obtained from Architect, Michael G. Kickbush AIA by phone at 920 847-2870 or email mkickbush@hotmail.com. Proposals must be received by Friday March 1, 2019 by 1:00pm and mailed to:

Washington Island Community Center Committee
PO Box 220
Washington Island, WI 54246

Bids will be publicly opened at the next Washington Island Community Center Committee Meeting following bid submission.

Instructions

1. BIDS: Bids must be legibly printed or type written. Bids must be sealed in an opaque envelope labeled "Washington Island Community Center Exhaust Hood & Fire Suppression". Bids must set forth the scope of services to be provided and the qualifications of the individual or entity. Any deviation from the specifications or these instructions must be noted clearly and concisely. Bids must be signed (by the individual or by a duly authorized representative of the entity) and dated. Bids must remain firm for a period of forty-five (45) days. Issuance of an invitation to bid does not confer any rights to any prospective bidder and does not obligate The Town of Washington to engage in any procurement or to purchase. Any costs associated with the preparation of a response to this request shall be the sole responsibility of the person submitting the proposal. Any confidential or proprietary information should be clearly marked as such. The Town will use discretion with regards to disclosure of confidential or proprietary information contained in any proposal, but cannot guarantee that information will not be made public. As a governmental entity, the Town is subject to Wisconsin's Public Record Law. Once submitted, the Bids and any supplementary documents become the property of The Town of Washington.

2. COMPETITIVE BID This is a competitive bid, as contemplated by Section 59.52(29), Wisconsin Statutes. The contract may be awarded to the lowest responsible bidder.

3. QUALIFICATIONS OF INDIVIDUAL OR ENTITY Individual or entity shall be licensed, insured, certified, accredited, and/or meet all of the necessary qualifications to perform the services / work contemplated. The Town of Washington may make that investigation as it deems necessary to determine the ability of the individual or entity to perform the services / work. The Town of Washington reserves the right to reject any proposal if the individual or entity fails to satisfy the County that the individual or entity is qualified to perform the services / work contemplated. The Town of Washington may, in its sole discretion, require bidders to submit sworn statements as to financial ability, equipment and experience in the work / services prescribed and other matters that the County requires for the protection and welfare of the public in the performance of a public contract. Persons or entities offering bid Bids are strongly encouraged to incorporate such information in to their bids.

4. SITE VISIT Prospective bidders will be afforded the opportunity to conduct a site visit (to ensure that bidders are aware of site conditions) anytime before Friday, February 15, 2019. Please contact the owner's representative, MG Kickbush Design to schedule an appointment.

5. CONSIDERATION/AWARD OF CONTRACT: The Town of Washington reserves the right to reject or accept any or all Bids, or parts thereof, and/or waive technical defects. The award of this contract shall be to lowest responsible and qualified individual or entity offering the most advantageous bid to The Town of Washington, so long as the bid is deemed compliant. A responsible individual or entity is one who is not only financially responsible, but who is possessed of the judgment, skill, ability, capacity and integrity requisite and necessary to

perform a public contract according to its terms. The Town of Washington reserves the right to consider all elements entering into the question determining the responsibility of the individual or entity. The Town of Washington and/or its designee may choose to conduct interviews of qualified and responsible bidders. Further, qualified and responsible bidders may be required to make presentation[s] to the The Town of Washington Board or its sub-units.

6. CONTRACT The successful individual or entity shall execute a Signed Proposal within fifteen (15) days after notice of the award of the contract is given. The invitation to bid, instructions, specifications, drawings and proposal in their entirety form the primary basis of the agreement.

7. LAWS AND REGULATIONS The successful individual or entity must be cognizant of and shall abide by all applicable federal, state, and municipal laws, ordinances, rules and regulations. This includes, but is not limited to, non-discrimination laws, equal employment obligations, affirmative action mandates, labor standards, and the Americans with Disabilities Act.

8. LATE BIDS Bids that are not timely received will not be accepted. Late Bids will be returned, unopened, to the bidder.

9. INDIVIDUAL'S OR ENTITY'S CERTIFICATE Each individual or entity shall incorporate and make a part of their proposal a sworn statement by the individual or entity that the individual or entity has examined and carefully checked the specifications and instructions before submitting the proposal, and have offered a compliant proposal.

General Specification

1.1 WORK COVERED BY CONTRACT: The contractor shall provide all labor, materials, equipment, transportation, and supervision necessary to perform the work as described herein. All work shall be conducted per this scope of work and all applicable Federal, State, and local laws, regulations, codes and directives. This summary is not all-inclusive and delineates only those work items deemed as major to the contract. Ancillary work items not listed below, though necessary to attain the completed project, shall be included in the contract.

1.2 GENERAL: Install new Commercial Exhaust Hood & Fire Suppression system.

1.3 Installation shall conform to manufacturer's requirements as to maintain all manufacture warrantee requirements. If waivers are required to provide installation of proposed units, contractors shall provide correspondence of waivers authorized within their proposal packet.

2.0 SCOPE OF WORK:

- New Commercial Exhaust Hood system & Fire Suppression System
- Roof penetrations and patching of roof to match existing
- All associated gas pipe and fittings necessary for project completion including extending 1-1/4" gas line from boiler room.
- All associated electrical wiring necessary for project completion.
- Installation
- Complete operational checkout and startup by a qualified service technician
- Complete project management
- Include all Labor tools, ferry costs, lodging and mileage
- Crane rental if required
- Freight
- All Work to be completed between 7:00AM and 4:30PM
- One year parts labor and workmanship warranty

3. SITE VISIT: All bidders are encouraged to visit the site before submitting bids. Date of Site visit shall be by Friday, February 15, 2019 by Appointment with Architect, Michael G. Kickbush. Call 920 847-2870 or email mkickbush@hotmail.com.

4. REGULATIONS: The Contractor, his employees, and sub-contractors shall become familiar with and obey all group regulations. All personnel employed on the project shall keep within the limits of the work and avenues of ingress and egress, and shall not enter any other areas outside the site of work unless required to do so in the performance of their duties. The Contractor's equipment shall be conspicuously marked for identification. There shall be no smoking in any Town building.

5. WORK HOURS: The Contractor shall perform all site work during the normal operational hours of 7:00 AM and 4:30 PM, Monday through Friday, except State Holiday.

6. PERFORMANCE: All work shall be completed by Friday, April 19, 2019.

7. CLEANUP OF WORK AREAS: The Contractor shall remove and properly dispose of all trash and debris incident to the contract work from the limits of government property, as well as all adjacent affected areas. Remove and transport debris in a manner that will prevent spillage on streets or adjacent areas. Disposal shall be in accordance with Federal, state, and local regulations. Restore work site to a condition comparable or better than originally encountered prior to excavation.

8. ACCEPTANCE OF WORK: Prior to the acceptance of work by the Town, the Contractor shall arrange, through Architect Michael G. Kickbush, an inspection of the work site to ensure proper operation, to identify necessary corrective work, and to ensure proper work area cleanup.

SUBMITTALS

1. GENERAL: The Contractor shall submit to the Washington Island Community Center Committee (2) copy of the Quotation, mill/manufacturer's certification, descriptive literature, test results, and/or other information/documentation required by this specification and itemized.

2. DEFECTIVE WORK: Nothing contained in the Contract Item Approval Request, when approved by the Project Manager, shall restrict the Government's rights to reject materials at a later date where inspection reveals latent defects in all or individual items, departures from requirements of the contract, use of damaged articles or materials, and improper installation; nor does this approval prejudice the Government's rights of rejecting any work found defective during the Final Inspection and Acceptance.

2.1 Proceeding with Contract work utilizing submittal items requiring Project Manager's approval or acceptance, prior to receiving said approval or acceptance, shall be at the Contractor's risk, and may jeopardize contract performance.